

**NS SPCA Provincial Board of Directors Meeting  
November 30, 2015  
Minutes**

Elected Board	Present	Regional Representation	Present	Appointed Reps	Present
Jim Kochanoff (C)	X	Cape Breton & Victoria (Barbara Tryon)	NN	Barry McCarthy (DNR)	X
Charl du Plooy (T)	X	Hants & Kings (Daphne Moore-McKnight)	X	Dr. Troye McPherson (NSVMA)	X
Sarah Oliver (S)	X	Lunenburg & Queens (Brian Keneflick)	X	Dr. Leighann Harnett (DOA)	X
Judy Layne	X	Yarmouth & Digby (Gail Melanson)	NN	Staff Reps *	Present
Cara Boston	X	Cumberland & Colchester (Leah McDonald)	X	Elizabeth Murphy (CEO)*	X
Tom Wile	Regrets	Guysborough & Pictou	N/A	Karen DeWolfe (Controller)*	X
Susan Tate	X	Inverness & Antigonish (Raylene Dewan)	NN		

\* Non-voting / NN – No Notice / C – Chair / T – Treasurer / S – Secretary / CEO – Chief Executive Officer/Proxy – when a branch is represented by another branch per the governance model (i.e. Lunenburg representing Queens)/SMT – Senior Management Team/PO-Provincial Office)

**I. Welcome & Check-In (7:00pm)**

**II. Confirmation & Approval of Agenda**

**III. Approval of the September 28, 2015 minutes**

**III. Reports**

▪ **Treasurer – Charl du Plooy**

- On the face of the income statement we are in a surplus position however that is driven by the planned-giving as opposed to our key operational divisions such as the shelter, fundraising etc.
- The Executive and Cara will be meeting with Elizabeth and Karen to further dissect the financials before a 2016 budget is fully developed
- Discussions were held surrounding the revenue generating activities and the current revenues versus the budget excluding the planned giving revenue streams

▪ **Strategic plan initiatives**

- Mobile Clinic

- Review of the internal document and analysis as prepared by Elizabeth
    - Questions surrounding the success of other groups that use a similar model
    - Discussion surrounding the pre-screening of individuals in advance of the spay and neuter
  - Susan Tate joined the meeting at 7:41PM
    - Discussions related to the viability of the clinic and hospital before the mobile unit is invested in – this is to be further reviewed and analyzed by the Executive and Elizabeth
  - Barry McCarthy joined the meeting at 8PM
  - Banking proposals
    - As part of the merge, it was noted that there was a significant amount of money being paid in bank fees as each branch had their own account at an individual bank.
    - Karen and Elizabeth asked for proposals from four different banks in an effort to reduce the costs incurred annually
    - Next steps: Karen to complete analysis on the proposals (focus on fees and volunteer/sponsorship opportunities) and make a decision
  - White Label Pet Insurance
    - Discussion regarding looking at potential options that have worked for other SPCAs, expecting to receive a proposal in the coming weeks
    - Pet Secure would continue to be the underwriter
  - 2016 budget discussion
    - Review of key revenue generating activities for 2016
    - To be further analyzed after detailed discussions with Executive and Elizabeth on 2015 actual figures
    - There are some changes that need to be made at the fundraising level to make sure that the focus on the most effective activities and events
    - Development and Communication Committee to discuss the 2016 revenue objectives in further detail
    - Discussion and review of the capital structure and capital spend required in upcoming years specifically around the capacity at the provincial shelter
      - Concerns surrounding the cost for additional capacity and further investigation to other options was suggested
- **Cape Breton update**
  - In-camera discussion held
- **Performance review**
  - Annual performance review to be completed for Elizabeth and feedback to be solicited from all Board members. Jim to send email request to all Board members.
  - Charl du Plooy left the meeting at 9PM
- **CEO report**
  - Discussion related to specific items included in the CEO report and questions posed to Elizabeth

- **Development and Communications committee update report – Cara Boston**
  - Need to determine if more individuals are needed for the Committee as some members can no longer commit the time to the Committee
    - Description for volunteer position has been drafted and will be circulated
  - The Committee will meet with Elizabeth in the near term to discuss the 2016 initiatives
- **Investment Committee report – Sarah Oliver**
  - Investment policy to be circulated to the Board for comment
  - Elizabeth requested to be included on upcoming minutes

**IV. New Business**

- Need to determine what the meeting schedule for 2016 should consist of
  - Consideration to be made for increasing the number of meetings

**VI. Adjournment**

- Meeting adjourned at 9:20 pm

**VII. Next Meeting**

Next meeting to be held Monday, January 25, 2016 at 7:00pm